

## Hartford City Council Meeting – Regular Meeting February 20, 2024

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Travis Kuehl, and Shaun Boen. Mark Brennehan and Jake Jass were absent with notice. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, Economic Development Director Amy Farr, City Engineer Michael Redenbaugh, and four people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Boen, second by Matson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson second by Kuehl to approve the meeting minutes from February 6, 2024 - all voted yes, motion carried.

**PUBLIC COMMENTS:** None

### ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – DHI Hartford Downtown Market:** Callie Tuschen, on behalf of Downtown Hartford, Inc., was present to submit a special event permit application to hold a farmer’s market and vendor event from 3pm-9pm on the last Thursday of each month May through September. They are requesting the closures of Main Ave from 2<sup>nd</sup> Street to Menth Avenue and 1<sup>st</sup> St from the intersection of 1<sup>st</sup> St & Main Ave to the alley east of Main Ave. They are also asking for the use of alcohol in this area during the event. The application also requested that the event be advertised on the city’s downtown marquee, that the city allow a plow to be painted at the September 26<sup>th</sup> event and provide additional garbage cans during the event. A motion was made by Matson, second by Boen to approve the special event permit for the Hartford Downtown Market as presented – all voted yes, motion carried.

### REPORTS:

- **Hartford Area Fire & Rescue Report:** HAFR’s monthly report was provided. For the month of January 2024 there was a total of 28 calls, of which 16 were in city limits. Training held during the month included: Mega Codes-cardiac arrent, search, incident reporting, sprinkler systems, and piercing nozzle.
- **Economic Development Report:** EDD Amy Farr provided her report. Efforts continue with prospective landowners, developers and investors. Work also continues on invoicing and retention for the Envision 2025 campaign. Farr is updating HADF information binders and resource guide. Bender Realtors is the new broker for the HADF and is providing marketing material for the parcels owned by the HADF. Farr continues to assist with Chamber items as needed.
- **Chamber Director Report:** Chamber Director Wynne Hindt was present to provide her report to the Council. The Chamber’s Annual Banquet was held on Saturday, February 17<sup>th</sup> at Suburban Bowl – there were approximately 57 in attendance. Congratulations to the following winners: Burger Battle – Hartford Steak Co., Business of the Year – Travis Electric, and Volunteer of the Year – Michelle Edgecomb-Schilling. Hindt will be working with the Marketing and Events Committee to start preparations for Discover Hartford in May. Hindt will also be working on revitalizing the Chamber Connection newsletter.
  - **2024 Chamber Appropriation:** Keith Miller, Chamber Treasurer, was also present to request the Chamber 2024 appropriation. The city has budgeted \$20,000 in appropriations for 2024 for the Chamber. Miller stated that these funds will be used mainly for marketing events and promoting the city and businesses. Keith also noted that the Chamber is working on their goal to be self-sustaining. A motion was made by Boen, second by Woslager to release the Chamber 2024 appropriation of \$20,000 – all voted yes, motion carried.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - ISG reviewed a plat for Knapp’s Landing and continues to work on review of the city’s design standards, and subdivision ordinance per staff request.
  - ISG also attended a developer meeting with the Windsor Group and city staff to discuss their concept plan and utilizes for the proposed development.
  - FEMA final approval for the Bike and Rec Trail between Main and Feyder is almost complete. The city will send letters to the adjoining property owners noting any changes to the floodplain.
  - Plans for Western Avenue have been sent to the DOT for review. A fall bid letting is planned for this 2024 project.
  - Work continues on the WWTF. Walls for the Aeromod plant are being poured daily. Work on the operations building is set to begin in March/April with the precast walls planned for May.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Road are holding up pretty good this winter. Wagner will work on pricing for crack sealing and mag water. The 2024 slurry seal project has been submitted to the City of Sioux Falls for bidding.

Water – The 4<sup>th</sup> quarter report has been submitted - next reporting is due Apr 10<sup>th</sup>. No results have been received yet on the ISO review that was done in Oct. Wagner continues to work on information regarding any lead service lines within the city.

Sewer – All lift stations are working well. The next DMR reports are due Mar 28<sup>th</sup>. The lagoons are in good shape at this time. Olson has passed his Class 1 wastewater collection certification.

Park – Work will continue on the dugouts as weather allows. The slide for the pool is being repainted.

Sports Complex – Wagner is working on building costs for the new restroom/concession stand. Staff will continue to work with the Park & Rec Board on this project.

Public Buildings – Painting & texturing at the library has been completed, along with replacement of some ceiling tiles in both areas of the Gage House.

- **Purchase of Tractor & Mower:** The city budgeted \$80,000 this year for a new tractor and sickle mower to replace the city's 1972 JD tractor. Wagner received 4 quotes and staff test drove all the tractors. After test driving each, the staff's preference was the New Holland tractor from Titan Machinery. Wagner did note that he received additional information today on possible other options – Wagner is going to explore these options and further discussion on this will be held at a future meeting. There was no action by the council.
- **Finance Officer Report:** City Finance Officer Wilber was not present but provided a report. Items included cash balances, sales tax revenue and DHI committee fund balance as of January 31<sup>st</sup>, along with a recap of bills submitted for payment, and the Jan/Feb calendar of events. It was noted that petitions are due by 5pm on Friday, February 25<sup>th</sup>. The council set the local equalization meeting for Monday, March 18<sup>th</sup> – objection forms are available at city hall and due by 5pm on March 14<sup>th</sup>. The city's 2023 audit has been set for May 7<sup>th</sup> & 8<sup>th</sup>.
- **City Administrator Report:** City Administrator Sidel provided her report, which included an update on city projects. It was noted that the SDML district meeting this year falls on a council meeting night so any information provided at these meetings will be passed along to the council. Sidel is working with Colonial Life to obtain life insurance for the staff. Sidel is also trying to set up a meeting with Goldenwest to discuss pickleball sponsorship. An update on Senate Bill 201 and Dakota Mainstem was also provided to the council.

#### **OLD BUSINESS:**

- **Mayoral Appointment to the Park & Recreation Board:** Park & Recreation Board members Josh Mulder and Callie Tuschen's terms expired on Dec 31<sup>st</sup>. Both have decided to step down from the board, creating two open positions to be filled by appointment. Mayor Jones appointed Wendy Kuehl on January 16<sup>th</sup> and now recommends the appointment of Tim Weber to fill the remaining board position. A motion was made by Kuehl, second by Boen to approve the Mayor's appointment of Tim Weber to the Park & Recreation Board for a 3-year term – all voted yes, motion carried.

#### **NEW BUSINESS:**

- **Review/Approve Surplus List:** Staff provided the council with a list of two items that are no longer of use to the city and of no value - a 40 year old merry-go-round and a monitor that does not work. A motion was made by Kuehl, second by Matson to surplus and scrap the items as presented – all voted yes, motion carried.
- **Review/Discuss 2024 Personnel Manual:** The city hired The Weston Group to review and update the city's personnel manual. A draft of the manual was presented to the city council for review and discussion. Several sections were discussed by the council. Sidel will incorporate suggested changes and an updated draft will be presented at a later date.
- **Review/Approve Recommendation for IT Services:** The city's current IT provider is dissolving so a new provider will need to be secured to provide all IT services, including hardware and software maintenance, server maintenance, remote backup, upgrades, 24/7 monitoring and help with 3<sup>rd</sup> party programs. An RFP was issued, and the city received 9 proposals. After discussion by the council, a motion was made by Kuehl, second by Woslager to contract the city's IT services with A&B IT Solutions – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Boen to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 9-34-19 for economic development at 8:09pm – all voted yes, motion carried. A motion was made by Boen, second by Matson to exit executive session at 8:52pm – all voted yes, motion carried.

**ADJOURNMENT:** . A motion was made by Matson, second by Woslager to adjourn at 8:53pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at the Municipal Finance Office.

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Teresa Sidel, City Administrator